Tempe Fire Department Policies and Procedures
Volume Management
108.00
Rev 1-31-00

PURPOSE

The purpose of this policy is to provide guidelines on the management of Department policies and procedures.

POLICY

There shall be**:**

      A.   A consistent format for all department policies.
      B.   A uniform method of development, implementation, distribution, and maintenance of these policies.

PROCEDURE

Format

All entries into these volumes shall include the following three categories:

      1.   Purpose – why it's being written.
      2.   Policy – what will be accomplished.
      3.   Procedure – how it will be done.

Implementation

When the need for a policy or change is identified an initial draft will be written. The responsibility for the initial draft may be assigned to any member of the Department. Drafts will be typed by the administrative secretary. All drafts will include the "DRAFT" heading and new language will be highlighted and deleted language will have strikeouts. Once written, the initial draft will be submitted to staff for review. Drafts will be returned to the originator with comments within ten days (originator must be sure to include his/her name on initial draft). The originator will make changes based on staff comments and submit the modified draft to the assistant chief who will decide whether to resubmit for further staff review or to finalize the policy. Once approved it will be given to the administrative secretary for publication and distribution. The "DRAFT" heading will not be removed until this point in time. Policy numbers will be assigned by the assistant chief.

Distribution

Complete hardcopy sets of policies and procedures will be maintained in the following locations:

      3 hole Mylar Strip Paper:
              Assistant Fire Chief
              Administrative Secretary
              Fire Training Center Library

      Regular Paper:
              Duplicating

The policies and procedures will also be available and maintained on the internet by going to the Fire Department web site.

Individual members may purchase the text of these policies and procedures or portions thereof. Orders may be placed with any of the secretarial staff and payment must be made at the time they are picked up. The cost will be the current rate charged to the Department for duplicating. Members may also bring a floppy disc to the administrative secretary and get a copy made for their personal computer.

Maintenance of Volumes

Individuals assigned sets are charged with the responsibility of maintaining them in a current state (removal of outdated pages and insertion of new ones).

In the Emergency Services division it will be the responsibility of the district managers to see that all personnel are informed of (and trained in, when necessary) new or updated policies and procedures.

Any revisions to the original volumes will contain a cover sheet which will state pages to be removed and pages to be replaced. Each revision cover sheet will be given a supplement number. This cover sheet will be kept in the front portion of Volume 1 until the end of the calendar year. At that time a memorandum will be posted indicating the supplement numbers distributed throughout the year. Copies of any missing supplements (revisions) to bring designated volumes up-to-date can be request through the administrative secretary up to the date listed on the memorandum. Once all supplements have been included in the Policy and Procedures volumes, all cover sheets for the previous calendar year then can be purged.

Maintenance of the set at Duplicating will be the responsibility of the Assistant Fire Chief or administrative secretary.

Layout and Font

The page layout should be as follows:
    Margins:
    Top -- .75
    Bottom -- .5
    Left -- 1.0
    Right -- .5
    Gutter -- 0
    From Edge:
    Header -- .5
    Footer -- .5

The standard font is to be Arial 10 point.

The page heading should be bold 12 point using upper and lower case.
The purpose, policy, procedure, and guidelines headings should be bold 12 point using all upper case.

Other sectional headings should be bold 10 point using upper and lower case and/or (based on need) underlined.